



STUDENT ATTENDANCE PROGRAM 2023-24

Students participating in career and technical programs are expected to attend each day. The majority of activities are hands-on and cannot be duplicated through homework or alternative assignments. Career program classes meet between 2.75 hrs and 4 hrs each day, equivalent to 3-4 days of regular classes. **Therefore, all absences, except those requested by the home school for special activities, will affect the grades of students. Absences with a parent notification prior to class will have a minimal impact on grades.** Absences usually do not become disciplinary issues if students and/or parents make arrangements prior to missing days. Disciplinary action is a result of accumulated absences over a period of time, not a single missed day unless deemed truant.

ABSENCES WITHIN A SEMESTER:

Definition of an ABSENCE: an absence occurs with parent notification of an:

- Illness/Doctor Appointment
- Death
- Family commitment (planned and communicated 72 hours in advance)

Absences must be reported to the career center office prior to class time (765) 593-6680. The student's home high school **does not** report attendance to the Career Center. **Teachers may have additional attendance requirements.*

3rd Absence:

- The teacher will send a note of concern to the parent and school that the student is missing a significant amount of class time, which could result in a failing grade and the student may be withdrawn from dual credit courses. This will be based on teacher discretion.
- The teacher will deduct PRIDE points.

4th Absence:

- The NCCC Office will send a note of concern to the parent and home school counselor of concerns regarding attendance. The office will request details if extenuating circumstances exist.

5th Absence:

- The Career Center Administrator will request a parent conference to discuss attendance and potential loss of credit and a note of concern.
- Future absences will require a Doctor's verification or the student will lose 1 credit.
- A home school representative will be invited to attend this conference.
- Potential loss of dual college credit due to not meeting contact hour requirements.

6th Absence:

- The Career Center Administrator will request a meeting with the home school principal and parent for potential removal from the career program due to non-attendance.
- Loss of dual college credit and high school credits.
- This may result in disciplinary action, including suspension and/or expulsion.

** If a student is out for consecutive days for illness, it will only count as 1 absence (arrangement).*

UNVERIFIED ABSENCES WITHIN A SEMESTER:

Definition of an unverified absence: absence occurs without a parent phone call.

If an unverified absence is not resolved by 4:00 pm the same school day, it will remain unexcused in Powerschool. **It is preferred for the parent to call in the morning if the student will not be in class.**

1st unverified:

- The teacher will make a note in PowerSchool that their student is missing class time without parent notification, which could result in a failing grade.
- The teacher will deduct PRIDE points.
- Grades for makeup work may be affected at the discretion of the teacher.

2nd unverified:

- The NCCC Office will notify the parent and home school counselor of concerns regarding attendance. The office will request details if extenuating circumstances exist.
- The office will arrange a meeting with the student.
- 30-minute detention will be assigned.
- Notice will be given that continued absences may result in a loss of credit and administrative action including a parent conference.
- Grades for makeup work at the discretion of the teacher.
- The teacher will deduct PRIDE points.

3rd unverified:

- 60-minute detention by Career Center Office
- The potential loss of dual college credit due to not meeting contact hour requirements.
- Grades for makeup work at the discretion of the teacher.

4th unverified:

- The Career Center Office will request a parent conference to discuss attendance and potential loss of credit. A home school representative will be invited to attend this conference.
- ISS detention assigned by Career Center Director
- This may result in disciplinary action, including suspension and/or expulsion.
- Grades for makeup work will not be accepted.

TARDIES:

Examples of Tardies would be:

1. Medical appointment
2. Traffic accident
3. Transportation Issues

3rd Tardy:

- The Career Center Office will notify the parent in writing that their student is missing a significant amount of class time, which could result in a failing grade.
- Note of Concern-From Career Center Office
- The teacher will deduct PRIDE points.

4th Tardy:

- The Career Center Office will notify the parent and home school counselor of concerns regarding attendance.
- Note of Concern-From Career Center Office

5th Tardy:

- The Career Center Administrator will request a parent conference in a note of concern to discuss attendance and potential loss of credit.
- Future tardies will require a Doctor's verification or the student could lose 1 credit.
- A home school representative will be invited to attend this conference.
- The potential loss of dual college credit due to not meeting contact hour requirements.

6th Tardy:

- The Career Center Administrator will request a meeting with the home school principal and parent for potential removal from the career program due to non-attendance.
- Loss of dual college credit and high school credits.
- This may result in disciplinary action, including suspension and/or expulsion.
- Note of Concern

TARDIES-UNVERIFIED:

Examples of Unexcused Tardies would be:

1. Overslept
2. Not leaving in time to adjust for weather, trains, traffic, meals, etc...

1st Tardies UNV:

- The teacher reduces PRIDE points.

2nd Tardies UNV:

- Note of Concern- send to parent, sending school, Assistant Director, and Director
- Teacher assigns 30-minute detention.
- The teacher will deduct PRIDE points.

3rd Tardies UNV:

- Conference with an administrator
- Reduction of PRIDE points
- Note of Concern- send to parent, sending school, Assistant Director, and Director
- Assistant Director assigns a 60-minute detention

4th Tardies UNV:

- Conference with Director and home high school principal
- Reduction of PRIDE points
- Note of Concern- send to parent, sending school, Assistant Director, and Director
- Director assigns an ISS